

25X1

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170008-6
 RECORDS CONTROL SCHEDULE

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

DATE

ITEM
NO.FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

OFFICE OPERATIONS AND ADMINISTRATIVE FILE

Consists of correspondence, reports, studies, machine listings and similar records reflecting the policies, and procedures in

reflecting the internal administration of the office such as accountings for advances, personnel records, travel documents, training, communications and related functions. Filed alphabetically by subject matter.

(1949-1961)

7.0

TEMPORARY. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)

2

CONVENIENCE FILE (READING)

Consists of extra copies of outgoing correspondence to headquarters maintained for convenience of reference. Filed chronologically.

(1959-1961)

.8

TEMPORARY. Destroy when 1 year old. (Cut off file at end of each year; destroy one year thereafter.)

3

FUNDS ACCOUNTING

Consists of copies of vouchers, cancelled checks, reconciliation statements, memos covering official entertainment, and other papers for which

Used in support of audit determinations. Filed by type of record, by fiscal year and chronologically thereunder.

.2

PERMANENT. Disposal not authorized. (File in inactive file when balances are reconciled.) Retain for audit purposes. 25X1

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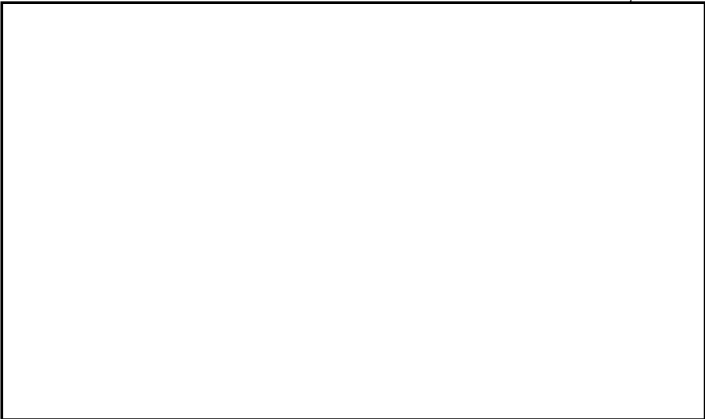
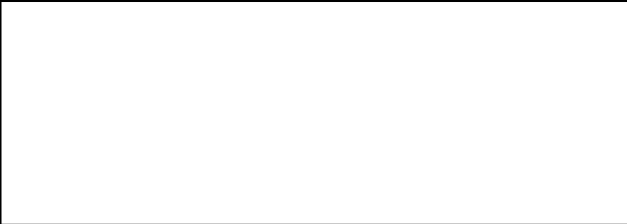
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		FILE IDENTIFICATION	VOLUME		
12				TEMPORARY. Destroy when information is obsolete or when no longer needed for reference purposes.	
13	WORKING FILES	Consists of working papers, reports,		16.	TEMPORARY. Destroy when no longer needed for reference purposes.
					
14	MAIL CONTROL FILE	Consists of a typewritten record of the receipt and dispatch of incoming and outgoing mail. Log indicates addressee or recipient, subject matter, date, and disposition made of the correspondence. Arranged chronologically. (1960-1961)		.5	TEMPORARY. Destroy when 1 year old.

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ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15	<p>REFERENCE PUBLICATIONS</p> <p>Consists of publications maintained primarily for reference purposes. Included</p> <div data-bbox="254 1003 878 1115"></div>	<p>SECRET</p> <p>24.0</p> <p>SECRET</p>	<p>TEMPORARY. Destroy when obsolete or no longer needed for reference purposes.</p>